



MONTANA STATE HOSPITAL POLICY AND PROCEDURE

UNAUTHORIZED LEAVE PRECAUTIONS

Effective Date: August 1, 2003

Policy #: TX-23

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- I. PURPOSE:** To establish standard procedures for use of unauthorized leave precautions.
- II. POLICY:** When it is determined that a patient is at significant risk for unauthorized leave, the patient will be placed on “unauthorized leave precautions” (ULP) to communicate the risk between staff members and to try to prevent the unauthorized leave from occurring.

III. DEFINITIONS:

Unauthorized Leave Precautions – Steps taken to reduce the risk of a patient leaving the Hospital without authorization.

IV. RESPONSIBILITIES:

Licensed Prescribers: To evaluate patients and write an order initiating or discontinuing unauthorized leave precautions as indicated.

V. PROCEDURE:

- A. Order for Unauthorized Leave Precautions given by licensed prescriber and entered into the clinical record.
- B. The patient will be placed under close observation by staff requiring observation at no less than fifteen-minute intervals and summary documentation on each shift. More frequent documentation of staff observation may be required in the licensed prescriber’s order.
- C. The patient’s status will be communicated to all staff on the unit at the beginning of each shift.
- D. The patient will be escorted on a one-to-one basis any time it is necessary for the patient to leave the treatment unit (e.g., medical clinic, lab, x-ray, meals, treatment activities).
- E. Additional measures to ensure the safety of the patient and others may be imposed by the order of the licensed prescriber.
- F. Unauthorized precautions may be discontinued upon issuance of an order by a licensed prescriber.

VI. REFERENCES: None

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Medical Director